

ADD A STUDENT OR REMOVE A STUDENT FROM A WAITLIST

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REVISION HISTORY

Version	Date	Name	Description
2	9/9/2016	Kari	Updates to pages 4-5
3	5/4/2017	Jason	Update to add reserved seating
	8/27/18	Jason and Wendy	Banner 9

INTRODUCTION AND PURPOSE

The waitlist is a feature departments utilize to automatically manage student enrollment when a course is at capacity. The department offering the course will determine if they will offer a waitlist and how many students are allowed on the waitlist during course scheduling.

If a student is enrolled in a waitlist and a seat becomes available, Banner will send an e-mail to their UCR e-mail account and the student must take an action by the deadline stated in the e-mail.

This guide will demonstrate how to:

- [Add a Student to a Waitlist](#)
- [Remove a Student From a Waitlist](#)

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All enrollment adjustments after open enrollment are completed by the Registrar's Office.

The departments and colleges were consulted and the following agreements were established:

1. Allow students 24 hours to respond to available seats.
2. Students will not be able to waitlist another section of a course the student is already enrolled in.
3. Students will be able to waitlist courses with which they have time conflicts.
4. Linked courses will not require all sections at the time of waitlisting, but will require all sections at the point of enrollment.
5. The waitlist will be on the smallest section of the linked courses only, such as the discussion section in a lecture/discussion pair.
6. Waitlisted units are not part of the maximum units.
7. If a section has reserved seats, the waitlist corresponds to the type of seats, reserved or general population.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. College Offices
2. Academic Departments (Enrollment Managers)
3. Registrar's Office
4. Graduate Division of Academic Affairs

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

Page	Page Name	Description
SFAREGS	Student Course Registration	Provides an automated mechanism for registering students into sections created by the Class Schedule module. This form also assesses the charges related to the registration and passes them to the Accounts Receivable module.

PROCEDURES

ADD A STUDENT TO THE WAITLIST

1. If you add a student to a course using RE and receive the message below, the course is full/closed.
 - a. A message will appear indicating the course is **full/closed** and there is a waitlist available. Keep in mind that a waitlist may be available for reserved seats, unreserved seats, or both. Banner will notify the user that a waitlist is available if the student meets the criteria for that waitlist. For example, a student who meets reserved seat criteria cannot be on the waitlist for an unreserved seat.

COURSE INFORMATION													
Section Detail				View Detailed Results									
CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override
52263	SOC	011	001	FULL COURSE WAITLIST OPEN - This cours...		4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	
Error Flag				Fatal error									
Status Type				In Progress									
				Message FULL COURSE WAITLIST OPEN - This course is full. A waitlist with 0 studer									

COURSE INFORMATION													
Section Detail				View Detailed Results									
CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override
42913	SOC	168	001		L	5.000	5.000	5.000	5.000	RW	U	<input type="checkbox"/>	
42918	SOC	168	025		L	0.000	0.000	0.000	0.000	RW	U	<input type="checkbox"/>	
42725	SPN	180B	001		L	4.000	4.000	4.000	4.000	RW	U	<input type="checkbox"/>	
41640	CS	005	001		L	0.000	4.000	0.000	0.000	DR	U	<input type="checkbox"/>	
41641	CS	005	021		L	0.000	0.000	0.000	0.000	DR	U	<input type="checkbox"/>	
42828	SOC	129	001		L	4.000	4.000	4.000	4.000	RW	U	<input type="checkbox"/>	
42834	SOC	129	025		L	0.000	0.000	0.000	0.000	RW	U	<input type="checkbox"/>	
44054	BUS	160	001	RESERVED FULL WAITLIST OPEN - The sea...		4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	
33507	DNCE	005	011		L	4.000	4.000	4.000	4.000	RW	U	<input type="checkbox"/>	
Error Flag				Error Override									
Status Type				Registered									
				Message									

COURSE INFORMATION													
Section Detail				View Detailed Results									
CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override
52594	EDUC	109S	011		L	0.000	0.000	0.000	0.000	DD	G	<input type="checkbox"/>	
62593	EDUC	109S	001		L	0.000	0.000	0.000	0.000	DD	G	<input type="checkbox"/>	
58865	PSYC	012	025	WAITLIST OPEN - The seats in this course tha...		0.000	0.000	0.000	0.000	RE	G	<input type="checkbox"/>	
62798	PSYC	012	001		L	6.000	6.000	6.000	6.000	RE	G	<input type="checkbox"/>	
Error Flag				Do not count in enrollment									
Status Type				Dropped									
				Message									

2. The **WL** is on the **secondary (discussion or lab) section** only. If there is more than one secondary section, the WL is on the smallest section.
 - a. Change the **Status** of the full/closed course to **WL**. If you have attempted to enroll the student in a course with more than one linked activity, navigate to the **lecture** and change the **Status** to **DD** (drop) while leaving the **lab or discussion** as **WL**.
 - b. Tip: The secondary activities such as discussions or labs will have 0 credit hours, therefore, can easily be distinguished from the lecture.

COURSE INFORMATION												
Section Detail		View Detailed Results										
CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override
62593	EDUC	109S	001	L	0.000	0.000	0.000	0.000	DD	G	<input type="checkbox"/>	
62594	EDUC	109S	011	L	0.000	0.000	0.000	0.000	DD	G	<input type="checkbox"/>	
62798	PSYC	012	001	L	0.000	0.000	0.000	0.000	DD	G	<input type="checkbox"/>	
58865	PSYC	012	025	L	0.000	0.000	0.000	0.000	WL	G	<input type="checkbox"/>	

3. For any courses you changed the Status to **DD**, highlight the row and select **Delete**.

44064	CHFV	002G	001	L	0.000	0.000	0.000	0.000	DD	U	<input type="checkbox"/>	1	I
-------	------	------	-----	---	-------	-------	-------	-------	----	---	--------------------------	---	---

+ Insert - Delete 📄 Copy 🔍 Filter

4. **Save twice.**

+ ADD 📄 RETRIEVE 📄 RELATED ⚙️ TOOLS 2

✓ Fee Assessment processed.

✓ Student registered. Press save to submit print jobs, rollback to return to ID.

+ ADD 📄 RETRIEVE 📄 RELATED ⚙️ TOOLS 1

✓ Saved successfully (2 rows saved)

REMOVE A STUDENT FROM A WAITLIST

1. Go to **SFAREGS**.
2. Enter the **Term** and the **SID**.
3. **Next Section** so you are navigating in the **Course Information**.
 - a. If the student has a registration hold, you will get an error message and the student will have to resolve the hold before registration changes can be made.
4. Navigate to the **waitlisted** course, and then press tab until you arrive at **Status**.

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Method of Instr
14606	ENSC	001	021	L	0.000	0.000	0.000	0.000	WL	U	<input type="checkbox"/>		1	I

5. Replace **WL** with **DC** and press **Tab**.

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Method of Instr
14606	ENSC	001	021	L	0.000	0.000	0.000	0.000	DC	U	<input type="checkbox"/>		1	I

Error Flag In Progress
Status Type In Progress

6. **Save twice.**

ADD RETRIEVE RELATED TOOLS 2

ms Fee Assessment processed.

Student registered. Press save to submit print jobs, rollback to return to ID.

ADD RETRIEVE RELATED TOOLS 1

Saved successfully (2 rows saved)

FINAL QUIZ

1. Waitlists will be on the smallest of the linked sections (activities of a course). TRUE
2. Students must take action when they receive their waitlist email or else the system will manually enroll them into the course.
FALSE
 - a. Banner does not manually enroll the student. When the student receives the waitlist email they must log in to registration and enroll themselves into the course before their 24 hour time period expires. If their 24 hours expire the system will drop them from the waitlist and they will not be enrolled.
3. To place a student on the waitlist what enrollment code would you use?
 - a. RE
 - b. DC
 - c. WL
 - i. Answer: C